

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA.**

September 22, 2003

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**STATE PERSONNEL MANUAL
TRANSMITTAL SHEET
NO. 400**

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Correction of Transmittal Sheet No. 395

Issue Date: September 22, 2003

This Transmittal Sheet is being issued to correct an error produced by a computer system irregularity contained in Transmittal Sheet No. 395. It pertains to Rule 6.7(b) regarding pay upon promotion. This rule is unchanged; however, when the document was converted from Word Perfect, a square was printed (or, in pdf, it printed a question mark) instead of the fraction 1/2 regarding rate of pay for a two grade promotion. The pertinent sentence within Rule 6.7(b) has been corrected to read as follows:

When an employee is given a two grade promotion his pay may be increased in an amount not to exceed 10 1/2 percent.

Please make the following changes in your Civil Service Rules:

<u>REMOVE</u>		<u>INSERT</u>	
<u>Page</u>	<u>T/S</u>	<u>Page</u>	<u>T/S</u>
20.23	395	20.23	400
20.24	395	20.24	395

Sincerely,

s/Allen H. Reynolds
Director

6.5.1 Pay Upon Appointment From a Department Preferred Reemployment List.

Subject to Rule 6.14, the pay of a person appointed from a department preferred reemployment list may be fixed no higher than his rate of pay at the time of the layoff or displacement action, which entitled him to placement on the preferred list from which he is appointed, or at his current rate if such rate is higher based on other provisions of these Rules. In no case shall the rate of pay be higher than the range maximum for the class to which appointed, or the highest rate within the base supplement authorized for the position to which appointed.

6.6 Market Grade Adjustment

- (a) When the pay range for the grade to which a job is currently assigned is either not sufficient to compete with prevailing market conditions, or is found to exceed prevailing market rates, the Director may, in accordance with Rules 6.1 and 3.1(n), authorize the assignment of the job to a grade with a more appropriate pay range. The individual pay rate of employees occupying jobs which are affected shall be set in accordance with Rule 6.8.1. ***

- (b) Repealed, as of December 4, 1989.

6.7 Rate of Pay Upon Promotion

- (a) Subject to the provisions of subsections (e) and (f) of this rule, when an employee is promoted to a position in a higher grade, his pay shall increase by at least 7 percent.
- (b) Subject to the provisions of subsections (e) and (f) of this rule, when an employee is given a one grade promotion his pay shall increase by 7 percent. When an employee is given a two grade promotion his pay may be increased in an amount not to exceed 10 1/2 percent. When an employee is given a three or more grade promotion his pay may be increased in an amount not to exceed 14 percent. An employee shall not be paid below the minimum of the higher range. ***
- (c) Eligibilities gained but not received at the time of promotion may be given prospectively at any time within three years from the effective date of the promotion.
- (d) When an employee has been detailed with pay to a higher job and is promoted to that same job or a job at the same pay level or a higher pay level directly from the detail, his pay eligibility on promotion shall not be less than he received on detail. ***

20.24 (6.7 Rate of Pay Upon Promotion - continued)

- (e) Subject to the provisions of subsection (f) of this rule, when an employee is promoted from a job assigned to one pay schedule to a job with a higher range maximum in another pay schedule, his pay shall be adjusted as follows: ***
1. If the maximum of the job to which he is being promoted is less than 14% above his current maximum, his pay shall be increased by 7%. ***
 2. If the maximum of the job to which he is being promoted is at least 14% but less than 21% above his current maximum, his pay shall be increased at least by 7% but not to exceed 10.5%. ***
 3. If the maximum of the job to which he is being promoted is equal to or greater than 21% above his current maximum, his pay shall be increased by at least 7% but not to exceed 14%. ***
- (f) When an employee, whose rate of pay falls within the base supplement for his current position, promotes to a position which has no base supplement, his salary for purposes of pay calculation upon promotion shall be the range maximum of his current position for which the base supplement is authorized.

6.8 Pay Upon Reallocation ***

When the Director changes the allocation of a position from one job to another by reallocation, ***

- (a) If the job to which the position is allocated is in a higher grade in the same schedule or is in a grade with a higher maximum in another schedule, the affected employee's pay shall be set in accordance with Rule 6.7. ***
- (b) Subject to the provisions of subsection (d) of this rule, if the job to which the position is allocated is in a lower grade in the same schedule or is in a grade with a lower maximum in another schedule, the affected employee's pay will not change, but shall be subject to provisions of Rule 6.15. ***
- (c) Subject to the provisions of subsection (d) of this rule, if the job to which the position is allocated is in the same grade in the same schedule or is in a grade with the same maximum in another schedule, the employee's pay shall not change. ***
- (d) If the position is reallocated in such a way that the current base supplement rate of pay authorized for the position is lost or reduced, the affected employee's pay shall be set no higher than his current salary and at the higher of the following: ***